

DANVILLE PUBLIC LIBRARY  
EXECUTIVE COMMITTEE  
MINUTES

President Mark Denman called the monthly meeting of the Executive Committee to order at 4:05 p.m., Tuesday, March 8, 2023, held at the Second Floor Meeting Room of the Danville Public Library.

Members Present

Jane Andrews  
Mark Denman  
Mary Reik

Members Absent

Others

Staff Present

Jennifer Hess/Exec Director  
Jessica Augustson/Assistant Director  
Ruey Sandusky/Admin Department

**Approval of the Minutes:**

There were several typos and minor errors to be corrected.

Mary made the motion to approve as amended, Jane seconded and the vote was unanimous.

**New Business**

- **Updates from Jennifer:** Jennifer updated the Committee on the DLF's last Board meeting. They would like to put in a donor sign from Watchfire.
- **Items to add to the Regular Meeting Agenda:** Discussion was had over items to discuss for the full Board Meeting. Items to add include: FY 23/24 Nominating Committee, The Donor Sign the Foundation Board would like to buy and install.

**Old Business**

- **CEO Evaluation form:** There were some minor changes made to the directions but the form was not altered. The due date was changed to March 28<sup>th</sup> to give the Trustees a bit more time to complete and return the form. The Executive Committee would like Jennifer to fill out and return the Director's Goals portion by April 4<sup>th</sup> and they will meet in Closed Session April 7<sup>th</sup>, 2023 to compile the evaluations in the Garman Room from 10-11:30am.
- **Assign all Trustees to a Committee:** Discussion was had over which Trustees had expressed interest in certain committees. The Nominating Committee consists of Alice, Stacey and Martha. The Executive Committee asked Ruey to create a sheet with Committee Members, open seats and Dates of Meeting for FY 23/24 for the next Regular Board Meeting.

**Closed Session started at 4:51pm and ended at 5:01pm**

The Committee's next meeting will be held on Tuesday, April 10, 2023, 4:00 p.m., Second Floor Conference Room.

There being no further business to come before the Board, President Mark Denman adjourned the meeting at 5:01 p.m.